

## BCM Checklist for Subrecipient/Service Provider Determination

Contractor: \_\_\_\_\_ Year Ended: \_\_\_\_\_

Completed By: \_\_\_\_\_ Division \_\_\_\_\_ Date: \_\_\_\_\_

Based on checklist results, the contractor is determined to be a \_\_\_\_\_

	true	false	Comments
1. This organization provides services to clients whose eligibility for participation in the program is determined by DHS personnel.			
2. This organization provides services for a program of DHS rather than for its own program. (DHS is responsible for developing the program and programmatic decisions.)			Could be both
3. DHS (not this organization) measures the organization's performance against meeting the objectives of the program.			Could be both
4. DHS (not this organization) only has the responsibility for applicable program compliance requirements.			Always false
5. This organization does not provide matching funds and is not required to share in the cost of the program.			
6. This organization provides goods and services within the normal course of its business operations.			
7. This organization provides similar goods and services to different purchasers besides DHS.			
8. This organization operates in a competitive environment (as compared to a sole source situation.)			
9. The contract can be terminated for the convenience of the awarding agency (DHS) for no cause.			Always True
10. This organization assumes <b>most</b> of the risk for performance on the contract with DHS.			Always True
11. The contract is awarded based on free and open competition. (Bid or RFP submittals)			
12. This organization retains title to property purchased with contract funds.			Always True unless contract provisions indicate otherwise.
13. The services provided by this organization are occasional as compared to ongoing.			Always False
<b>TOTALS</b>			

A preponderance of “**true**” answers indicates that the organization is a **service provider** (vendor by federal definition), otherwise the Contractor is a subrecipient.